



English Hub Senior Administrator (maternity leave cover)

West London Free School Primary is a member of Knowledge Schools Trust and is one of 34 schools nationally to be awarded English Hub status from the Department for Education. Our English Hub works with a large number of schools, overseen by the Hub Lead and Director of Primary Education. We are seeking to appoint a Senior Administrator (maternity leave cover) to support this exciting work.



Do you want to make a difference to schools all over the country? A fantastic opportunity has arisen for an enthusiastic and highly-skilled person to lead the administrative support to the English Hub.

This position is responsible for the smooth administration of the Hub, to include project management, engagement with schools, managing financial processes and general administrative support. The role requires highly developed administrative and organisational skills, outstanding people skills, a passion for efficiency and attention to detail.

Please note that this is a maternity leave cover position, expected to last until July 2025. We are looking to appoint for a November 2024 start, with a comprehensive handover from the current post-holder. We would particularly welcome applications from Teaching Assistants, School Business Managers or others with similar experience and/or a good understanding of the school system. The role is based in Hammersmith, West London and you will be employed by KST Enterprises.

Time Commitment: 5 days a week, 9am-5pm, term time only including inset days, however the role holder will be expected to be flexible.

Reports to: English Hub Lead

Salary and Benefits: £28,000 (£32,941 FTE), with access to the Nest pension scheme if eligible.

Equal Opportunities and Safeguarding The Knowledge Schools Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The Headteacher, Governors, the Trust's Executive Team, and all staff are responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

For more information please contact hub@ks-t.org